



OFFICE/DEPARTMENT RESPONSIBLE: Office of Registration and Records

DATE UPDATED: February 2010

ADD PERIOD - The first week of classes in a spring or fall semester designated for making course adjustments to the student's schedule. Winter and summer sessions have proportionate add periods. Permission by instructor's signature or permission key number is required to add any course during the add period. Policies, procedures, dates and deadlines governing adding courses can be found at www.brockport.edu/registrar.

ADVISEMENT KEY NUMBER – The six-digit, random number assigned to matriculated undergraduate students each semester for access to online registration. Advisement key numbers are provided to students by their advisors as proof of the required undergraduate advisement session.

AFFIRM ENROLLMENT – The College defines an enrolled student as one who has registered for courses and has accepted all associated charges. This is referred to as having *Affirmed Enrollment and Accepted Financial Responsibility*. Regardless of the method by which a student is registered, all students must go online and affirm enrollment and accept financial responsibility on the enrollment agreement screen to reserve their course schedules each semester. Students who fail to affirm their enrollment by the published deadline date will have their courses removed.

APPLICATION FOR GRADUATION – All students must complete and submit the Application for Graduation to the Office of Registration and Records for a review of their degree requirements. The application for Graduation is available at www.brockport.edu/registrar under "Forms."

AUDITING A COURSE – Students register on an audit basis and attend class, but are not obligated to meet course requirements and do not receive credit. Auditing a course is open to matriculated full-time students at SUNY Brockport **OR** to any citizen of New York State who is 60 years of age or older on instructor's approval. Forms are available at the Office of Registration and Records.

COURSE WITHDRAWAL – Course withdrawals cannot be done online. Once the drop period has ended, students must complete and submit a withdrawal form to the Office of Registration and Records to withdraw from a course. A \$20 fee is charged and a grade of "W" appears on the transcript. Withdrawal procedures are different depending on the time frame in which it's processed. A complete description of procedures and guidelines with deadline dates can be found at www.brockport.edu/registrar.

DIRECTED STUDY – Directed study is open to students only in those instances when a course is not offered during the semester or session in which the student wishes to enroll. The material covered is essentially the same as that covered in the traditional course. A student may carry no more than one directed study course per semester or per summer session. Applications are available in the academic department offices or from the Office of Academic Advisement. Independent Study uses the same application, but has different guidelines. See “*Independent Study*” for more information.

DROP PERIOD – Weeks one through four of a spring or fall semester are designated as the drop period. Winter and summer sessions have abbreviated drop periods. In general, permission is not required to drop with a few exceptions. These exceptions and other policies, procedures, dates and deadlines governing dropping courses can be found at www.brockport.edu/registrar.

ENROLLMENT FORM – The student’s enrollment form (printed schedule) is available with the proper identification from the Office of Registration and Records. It lists all courses for which the student is officially registered in any one term. The back of the enrollment form is used for making schedule adjustments at the Office of Registration and Records.

GRADUATION DATA CARD – See application for Graduation.

HOLD – An action placed on a student’s record by the appropriate department that will prevent the student from obtaining college services. Students may receive a hold from various offices for various obligations or for failing to submit required documents requested by the College. Only the office who has placed the hold on the student’s record can remove it.

INDEPENDENT STUDY – Independent Study is intended to be an extension of a traditional course with the opportunity to pursue a subject area in more depth and in a more independent manner than would be possible in a traditional course. No more than two independent study courses are allowed in any one regular (spring or fall) semester and no more than one per summer session. Independent Study courses may not exceed six credits. Applications are available in the academic department offices or from the Office of Academic Advisement. Directed Study uses the same application, but has different guidelines. See “*Directed Study*” for more information.

LATE ADD PERIOD – Weeks two and three of a spring or fall semester are designated as the late add period. Winter and summer sessions have abbreviated late add periods. A Permission Key Number or instructor’s signature is required to add a course during this period and a \$20 late add fee is charged.

ONLINE REGISTRATION – The Web Registration System allows students to register online at www.brockport.edu 24 hours a day from any computer connected to the internet.

PERMISSION KEY NUMBER - A six-digit, random set of numbers assigned to a specific course. The Permission Key Number, which is term and course specific, is used to override the enrollment in a course. Permission Key Numbers are provided to students only by course instructors to allow registration of a closed or otherwise restricted course.

PLAN OF STUDY - A document individualized for each matriculated graduate student listing the specific courses required for completion of their graduate degree. A proposed Plan of Study is to be sent to the Office of Registration and Records by the end of the first semester of matriculation. A final Plan of Study must be forwarded to the Office of Registration and Records for degree processing at the end of the student's final semester.

WITHDRAWAL – See “Course Withdrawal”